



Overview

The following four key elements are proposed for gathering public feedback and input for the Downtown Parking Assessment:

- **Virtual Stakeholder Advisory Committee (SAC) Meetings (x4)**
- **Online Questionnaire**
- **Virtual Public Input Sessions (x2)**
- **Project Website (hosted on City's Website)**

Small group focus group sessions are not currently assumed. However, if the SAC determines that additional targeted input will be needed from one or more stakeholder groups (employees, business owners, residents), up to 3 virtual small group sessions can be scheduled to collect additional public input.

1. Virtual Stakeholder Advisory Committee (SAC) Meetings (x4)

Meetings with influential local leaders, business owners, and stakeholders (6 to 8 members, plus City representation). The SAC will provide input and guidance throughout the process, learn detailed information about parking management best practices, assist in decision making with the Project Management Team, and develop recommendations for City Council. The SAC will serve as community liaisons, and ultimately will play a key role in implementation of the adopted recommendations.

Draft Meeting Schedule:

- **Meeting #1 (September)**
 - Project Objectives
 - History & Background
 - Existing Conditions Summary
 - Public Outreach Plan Discussion
 - **Exercise:** Priorities for Parking Management
- **Meeting #2 (October)**
 - Online Survey Questionnaire Review
 - Guiding Principles Workshop
- **Meeting #3 (November)**
 - Online Survey Questionnaire Findings
 - Virtual Public Input Session #1 - Summary
 - **Exercise:** Draft Parking Management Strategies
- **Meeting #4 (December)**
 - Parking Management Plan
 - Implementation Plan



2. Online Questionnaire

10-minute online survey (or shorter) to collect preferences and travel behavior information, with an opportunity to provide the SAC and Project Management Team with key priorities for parking management in Roseburg. The SAC and City will be charged with a key role in sharing the questionnaire with their network of Roseburg stakeholders, and distributing a link to the questionnaire to customers and employees. The Project Management Team will develop a brief postcard with a link to the questionnaire.

Draft Schedule:

- **October:**
 - Draft Questionnaire provided to SAC prior to Meeting #2
- **November:**
 - Questionnaire active (November 1 – 14)
 - Key findings presented at SAC Meeting #3
- **December:**
 - Detailed findings included in Appendix to the Final Report

3. Virtual Public Input Sessions (x2) :

Larger group town hall format, virtual and open to the public. Webinar style with initial presentation (approximately 30 minutes) followed by moderated question and answer session. Attendees will have the opportunity to “raise their hand” to get in line to ask a question, and question can be either typed or asked over the phone.

A brief optional questionnaire will be available to all attendees following each meeting in order to provide written feedback.

Draft Schedule:

- **Meeting #1 (October)**
 - Project Objectives
 - History & Background
 - Existing Conditions Summary
 - Draft Guiding Principles
- **Meeting #2 (December)**
 - Community Outreach Summary
 - Draft Parking Management Strategies

4. Project Website

Section on the City’s Website to contain key project information, including:

- Stakeholder Advisory Committee Representatives
- Links to Draft Documents & Presentations
- Public Meeting Dates & Locations
- Link to Online Questionnaire